



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Mar 16
IN REPLY REFER TO
BUMEDNOTE 3030
BUMED-M09B12
27 Mar 15

BUMED NOTICE 3030

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS CHARTER

Ref: (a) SECNAVINST 3030.4C
(b) OPNAVINST 3030.5B
(c) OPNAVINST 5420.215D
(d) BUMEDINST 3440.10
(e) BUMEDINST 3030.4

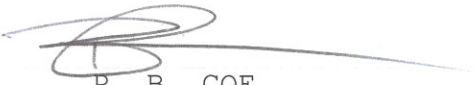
Encl: (1) Emergency Management and Continuity of Operations
Working-Group Charter
(2) Emergency Management and Continuity of Operations
Working-Group Assignment Roster

1. Purpose. The Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) Emergency Management (EM) and Continuity of Operations working group will serve as an advisory board to the Chief of Staff. The working group will provide recommendations and requirements for planning, programming, and execution of associated programs for Mission Essential Functions (MEF) and for events or exercises that affect directorates or detachments in accordance with references (a) through (e).

2. Background. Existing policy and programs are not sufficiently addressing physical re-location of directorates or detachments assigned to BUMED HQ.

3. Responsibilities. The working group stakeholders are tasked to implement the policies and procedures delineated in enclosure (1).

4. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.


P. B. COE
Chief of Staff
Acting

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**Emergency Management and Continuity of Operations Working-
Group Charter**

1. Title. EM and Continuity of Operations (COOP) Working-Group
2. Objective. Improve the performance and readiness of BUMED HQ and detachments in EM and COOP strategies.
3. Functions. The major functions:

- a. Act as advisors to BUMED Chief of Staff (BUMED-M09B) by making critical assessments of requirements and programs, recommending policy and management decisions, and developing support and long term EM and COOP strategy.

- b. Working group stakeholders are designated as Emergency Relocation Staffs (ERS) and will assist BUMED-M09B12 in validating MEF for the EM programs for each directorate/detachment and develop solutions to best meet leadership objectives.

- c. Validate directorate MEFs.

- d. Review and approve proposed recommendations by the directorates and detachments.

- e. The working group will serve as the point of reference for strategy and will include requirements and solutions to enhance mission area performances. Support Services will approve recommendations as the principal program manager.

- f. Working group stakeholders will review comprehensive EM and COOP mission performance requirements.

4. Scope. The working group is an executive decision making body.

5. Working-Group Stakeholders Membership. The working group shall be chaired by the Director for Administration (DFA) BUMED-M09B1 and shall serve as the principal action officer for the working group, though others may also need to serve as action officers for specific tasks. Directorates will appoint a primary and alternate stakeholder to the EM and COOP working group and serve as an executive decisions body.

- a. BUMED-M09B1 DFA (Chair)

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- b. BUMED-M09B12 Head Support Services (Co-Chair)
- c. BUMED-M09B15 Information Technology & Communications Services support
- d. M1 Total Forces Directorate (BUMED-M1)
- e. M2 Medical Research & Development Directorate (BUMED-M2)
- f. M3 Medical Operation Directorate (BUMED-M3)
- g. M4 Installations & Logistics (BUMED-M4)
- h. M5 Strategy & Innovation Directorate (BUMED-M5)
- i. M7 Education & Training Directorate (BUMED-M7)
- j. M8 Resources Management & Comptroller Directorate (BUMED-M8)
- k. M9 Wounded Ill & Injury Directorate (BUMED-M9)
- l. Capabilities, Development, & Integration Representative Member
- m. Ombudsman Member

6. Responsibilities. The principal action officer will ensure the working group stakeholders meet the readiness and capabilities consistent with this charter. BUMED-M09B12 will schedule meetings, propose agendas, forward tasks, review inputs from the stakeholders, and coordinate any administrative action if necessary. Meetings will be conducted at the most economical method to achieve the mission objectives.

a. BUMED-M09B12 will have the following general responsibilities:

- (1) Provide direction and guidance to the working group.
 - (2) Provide timely resolution of issues.
 - (3) Assign action items to stakeholders.
 - (4) Review and approve the working group action items.
- b. BUMED-M09B12 will provide support to the working group

Enclosure (1)

for planning. This support includes agenda items, preparing tentative meeting agendas, coordinating with the designated host to provide meeting details to attending stakeholders and distributing the final approved meeting agenda.

c. BUMED-M09B12 will brief the status of their mission in person.

d. Stakeholders will provide agenda items and issue papers to BUMED-M0B12 for consideration and discussion for the working group to provide timely responses to assigned action items. Participating M-codes and detachments can invite other representatives to adequately address specify agenda items.

e. Stakeholders shall have appropriate levels of decision making authority for their directorate.

7. Frequency of meeting. The working group shall meet monthly until all requirements are met then quarterly thereafter. Attendance by fifty percent will constitute a quorum.

8. Action. Directorates and detachments shall take this charter for action and ensure they are in compliance.

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Emergency Management and Continuity of Operations
Working-Group Assignment Roster

<i>Primary and Alternate stakeholders</i>		
Directorates	Primary Name	Alternate Name
M09B1 Director for Administration (Chair)		
M09B12 Support Services (Co-Chair)		
M09B15 ITACS Support		
M1 Total Force		
M2 Research and Development		
M3 Medical Operations		
M4 Installations & Logistics		
M5 Strategy & Innovation		
M6 Information/Technology		
M7 Education & Training		
M8 Resource Management & Comptroller		
M9 Wounded, Ill & Injured		
M09 Capability Development and Integration (CD&I)		
<u>OMBUDSMAN</u>		